

AMENDED LIST OF CREDITORS

This event is often used when filing the balance of an incomplete petition.¹ When doing so, the Missing Documents event must be used. A Verified Statement of Changes shall be uploaded as an attachment to the Missing Documents. In addition, if the List of Creditors originally filed with the petition has been amended, an Amended List of Creditors must be filed using the Amended List of Creditors event.

Pursuant to the Bankruptcy Court Miscellaneous Fee Schedule, a \$26 fee is payable for amendments to the debtor's List of Creditors, with the following exceptions:

- **No fee is charged when the nature of the amendment is simply to change the address of a listed creditor.**
- **No fee is charged if the amendment adds the name and address of an attorney for a creditor listed on the original schedules.**

Upon the filing of an Amended List of Creditors, the Court will issue an Order respecting the amendment requiring the **debtor** to notify any affected parties of the amendment.

NOTE: The Court has developed a form to use when filing an Amended List of Creditors, click here to download the form.

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| STEP 1 | Choose Bankruptcy from main menu |
| STEP 2 | Choose Misc. Events category |
| STEP 3 | Enter case number; click [NEXT] |
| STEP 4 | Select the Amended List of Creditors (Fee) event from the drop down list; click [NEXT] |
| STEP 5 | If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen |

¹ When a debtor files a petition without schedules, but with a partial List of Creditors, the schedules when filed must be accompanied by a Verified Statement of Changes clearly indicating those creditors being added.

STEP 6 Select party or click [Add/create party]; click [NEXT]

☛ *If you have not been previously associated with the party in this case, you will be prompted to place a check in the box to create the association*

STEP 7 Upload the completed [Amendment Form](#); click [NEXT]

☛ *TIP - The Amended List of Creditors (in PDF format), containing only creditors being added by this amendment, must be uploaded as an attachment to the Court's amendment form.*

STEP 8 The *Fee Screen* displays with a reminder to add the creditor(s) to the creditor database. Instructions for adding creditors to the database follow these instructions. Click [NEXT]

STEP 9 Confirm case name and number; click [NEXT]

STEP 10 Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

☛ *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION***

SAMPLE DOCKET TEXT

Amendment to List of Creditors filed by John Hughes on behalf of Juan Valdez . (Hughes, John)

STEP 11 Select **Pay Now** or **Continue Filing**

STEP 12 **Notice of Electronic Filing** displays